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EFFICIENCY AWARDS COMMITTEE met on 26 September 1951:

Members Present

F. Trubee Davison - Chairman
 Edward R. Saunders - Comptroller
 [REDACTED] - Advisor for Management
 George E. Heloon - Acting Personnel Director
 [REDACTED] (case only)

(Governing Directive: CIA Regulation [REDACTED])

Cases Receiving
Favorable Recommendations

Action Taken

Basis

Comment: Committee recommends a within-grade step increase in employee's present grade of GS-9 as a reward for superior accomplishment. As a result of [REDACTED] efforts, the "shack" which housed the administrative control and maintenance activities of the motor pool [REDACTED] was transformed and enlarged into an adequate building, complete with concrete floors, fluorescent lighting, wash basins, etc. Total cost of this project [REDACTED] was \$885.00. Estimated cost of this construction, using native labor and materials procured from [REDACTED] would have amounted to approximately \$5,000.00.

OSI Cash award of \$20.00 recommended Paragraph C (1)

Comment: Committee recommends a cash award of \$20.00 for meritorious suggestion. [REDACTED] maintains a system of envelopes for analysts in the Chemistry Division whereby the unprocessed material of any analyst is tagged and placed in his "next day" envelope. Thus each analyst retains a document no longer than 24 hours. This system, which is used

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throughout the Chemistry Division, allegedly eliminates document "tracking down" and saves an estimated 15 man-hours per month.

Cases Pending Action:

25X1A George E. Maloon, Personnel
 [REDACTED] Personnel
 [REDACTED] SI

(Approved) ()

WALTER REID WOLF
Deputy Director
(Administration)

F. TRUBEE DAVISON
Chairman

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